

Helpful Reminders and Checklists—Ag Trades Show

Pre- event reminders:

- ☐ Bookmark: www.maine.gov/dacf/agtradesshow and add your email to the GovDelivery listserv to receive notices
- ☐ Submit information to express interest to participate; await notice to learn if awarded space
- ☐ If need: request amenities (electrical, tables, chairs, A/V, etc.) by deadline **For those awarded space; fees apply*
- ☐ If using: submit print-ready promotional information online (e.g., brochure info, courtesy release)
- ☐ Submit payments, and signed and dated agreement(s) (for those awarded space)
- ☐ Prepare booth, presentation or other materials, submit food and beverage orders if applicable
- ☐ Help promote: social media #MaineAgTradesShow, place poster(s), include event information in your PR
- ☐ Other:

General:

- ☐ Comfortable shoes and attire, brand apparel if applicable, extra sweater or layers
- ☐ Wallet, ID, money, keys etc.
- ☐ Phone and charger
- ☐ Snacks and food, cooler/lunch, water bottle
- ☐ First aid—Band-Aids, ibuprofen etc.
- ☐ Camera/phone—take pics before, during and after for reference and promotion
- ☐ Office supplies—pens, paper, business cards, clipboard, 3M wall tape
- ☐ Name tag. If none, blank ones are available at information booth
- ☐ Technology—cords, computer, media, multi-port USB adaptor, etc.
- ☐ Other:

Exhibition space—label your property:

- ☐ Display and setup materials—sign(s), shelving, display props, table(s), table covers, sanitizer
- ☐ Electrical—extension cords, surge protector, lighting/lamps
- ☐ Padded floor mat
- ☐ Toolbox—zip/cable ties, tape, box cutter, Velcro, measuring tape, duct tape, packing tape screwdriver, staple gun, light bulbs for displays, etc.
- ☐ Promotional and marketing info—listserv to collect contacts, jump drive for on-site backup of print material
- ☐ Handcart for moving supplies in and out
- ☐ Other:

Meeting space or presentation stage—label your property:

- ☐ Presentation materials—presenter information, supplies, flyer with current agenda
- ☐ Promotional and marketing materials to distribute to attendees
- ☐ Backup data: jump drive for on-site backup of presentation material
- ☐ Other: